



## ILLINOIS LIQUOR CONTROL COMMISSION

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The Illinois Liquor Control Commission is encouraging all special event and special use permit applicants to apply online via **MyTax Illinois**. To avoid the \$25 late fee for late applications, we strongly encourage you to submit your application 14 days in advance.

Once you have received local approval for your special event and your certificate of insurance for your upcoming special event, you then need to log into your MyTax Illinois account at [mytax.illinois.gov](https://mytax.illinois.gov).

If you have questions about creating a MyTax Illinois login or have trouble logging in, please contact [Rev.MyTaxHelp@illinois.gov](mailto:Rev.MyTaxHelp@illinois.gov) or call 1 800 732-8866.

Once you are logged in, you will be required to enter information in the required fields, and you will be asked to upload a copy of your local approval along with the certificate of insurance. Once those documents are uploaded, you will be prompted to tender payment and submit your request.

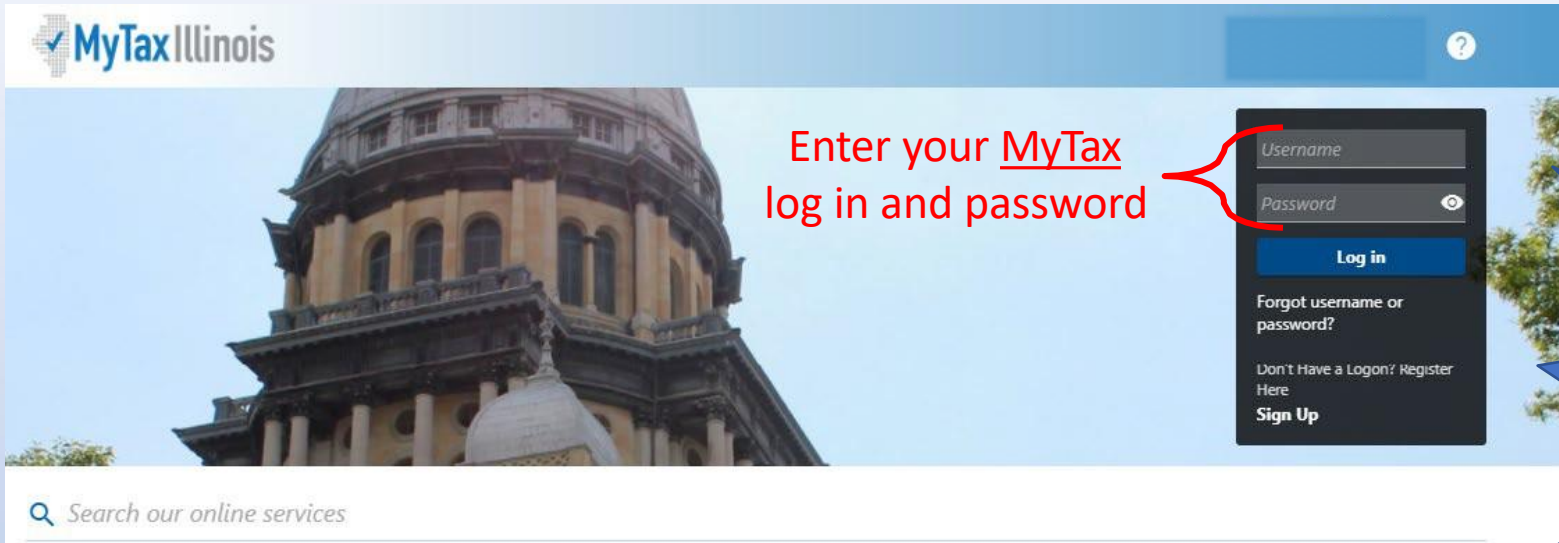
You can find the step-by-step instructions on our website [www2.illinois.gov/ilcc](https://www2.illinois.gov/ilcc)

If you have questions about the online application process, or if you have trouble submitting your online application, please contact [LCC.Licensing@illinois.gov](mailto:LCC.Licensing@illinois.gov) or you can call the Illinois Liquor Control Commission office at 312-814-2206 or 217-782-2136 for additional assistance.

Once your request is submitted, the review process can take approximately 1-3 business days. You can check the status of your application via your MyTax Illinois account. All correspondences, including your newly issued liquor license certificate for your event, can be found in the Letters and Message section.

You can find the step-by-step instructions on our website [www2.illinois.gov/ilcc](https://www2.illinois.gov/ilcc)

Visit <https://mytax.illinois.gov/>

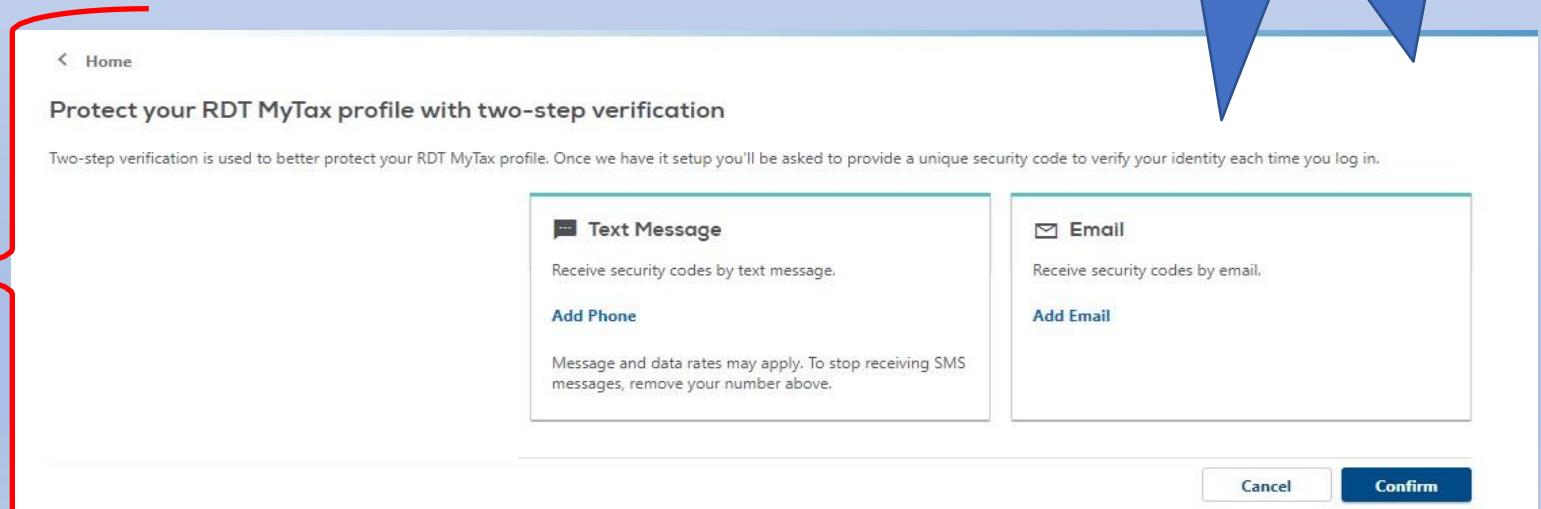


The image shows the MyTax Illinois login page. At the top left is the "MyTax Illinois" logo. The background features a photograph of the Illinois State Capitol dome. On the right side, there is a dark grey login box with the following elements: a "Username" input field, a "Password" input field with an eye icon for toggling visibility, a blue "Log in" button, a link for "Forgot username or password?", a link for "Don't Have a Login? Register Here", and a "Sign Up" button. A red bracket points from the text "Enter your MyTax log in and password" to the login box. At the bottom left, there is a search bar with the placeholder text "Search our online services".

Enter your MyTax log in and password

How to File a Special Event License Application

You will now have to select a Two-step verification once you have successfully logged into your account



The image shows a mobile app screen for setting up two-step verification. At the top, there is a back arrow and the word "Home". The title is "Protect your RDT MyTax profile with two-step verification". Below the title is a descriptive paragraph: "Two-step verification is used to better protect your RDT MyTax profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in." There are two main options: "Text Message" and "Email". Each option has a description of how security codes are received and a link to "Add" that method. At the bottom right, there are "Cancel" and "Confirm" buttons.

< Home



**Protect your RDT MyTax profile with two-step verification**

Two-step verification is used to better protect your RDT MyTax profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.

**Text Message**  
Receive security codes by text message.  
[Add Phone](#)  
Message and data rates may apply. To stop receiving SMS messages, remove your number above.

**Email**  
Receive security codes by email.  
[Add Email](#)

Cancel Confirm



## HOW TO APPLY FOR EVENT LICENSE COMPANY

65-7894125  
123 MAIN STREET  
ANYWHERE IL 12345

Welcome, Test

You last logged in on Friday, Feb 25, 2022 11:05:07 AM

[Manage My Profile](#)

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

### Liquor Control Commission

HOW TO APPLY FOR EVENT LICENSE COMPANY  
123 MAIN ST  
ANYWHERE IL 12345

**Account**  
4A-0111318  
Balance  
**\$0.00**

> File & Renewal

> Renew Liquor License

> View more account options

Locate the Liquor  
Control Account to file  
license under

Select RENEW LIQUOR LICENSE

## LCC License

3/16/2022  
Liquor Control Commission  
4A-0111318  
HOW TO APPLY FOR EVENT LICENSE COMPANY

Legal Name : HOW TO APPLY FOR EVENT LICENSE COMPANY  
DBA Name : HOW TO APPLY FOR EVENT LICENSE COMPANY  
Due Date : 3/2/2022

## LCC License

License Information

### LICENSE INFORMATION

**DISCLAIMER:** If your license is delinquent for 30 days or more you will not be able to renew your license online. You will need to contact our offices at 312-814-2206 or 217-782-2136 for further instructions.

**NOTE:** If renewal is received less than 14 days before the event, an additional \$25.00 late filing fee will be applied.

License type	License source	License number
4A - SPECIAL EVENT RETAI	MyTax	4A-0111318
Creation date	Expiration date	License fee
3/2/2022	3/16/2022	25.00

### CORPORATE INFORMATION

**NOTE:** Attachment required, if your DBA name has changed.

☐ Check here to update this information

Legal name

HOW TO APPLY FOR EVENT LICENSE CO

DBA

HOW TO APPLY FOR EVENT LICENSE CO

### MAILING ADDRESS

☐ Check here to update this information

☒ Check here if same as business premises address

Attention	Country	
	USA	
Street		
123 MAIN ST		
Street 2		
Unit type	Unit	City
		ANYWHERE
State	Zip code	County
ILLINOIS	12345-0000	Cook

### LOCAL LIQUOR LICENSE INFORMATION

**DISCLAIMER:** If the jurisdiction has changed, you will be required to apply for a new Liquor License. You will not be able to continue with this renewal.

**NOTE:** Attachment required

☐ I hereby certify that I have received local authority approval for this event in the form of a letter.

Issuing county / city / village	License number *	Date issued *	Expiration date *
	Required	Required	Required

Enter Local Information

Enter Insurance Information

### CERTIFICATE OF INSURANCE

**NOTE:** Attachment required

Provider *	Coverage *		
Required	Required		
Effect date *	Expiration date *	Policy number *	Phone
Required	Required	Required	

### CERTIFICATION

☐ I hereby certify that the organization that is applying for this Special Event Retailers Not For Profit License is a registered NOT FOR PROFIT Organization in the State of Illinois.

☐ I hereby certify that the organization that is applying for this Special Event Retailers Not For Profit License is in Good Standing with the Illinois Secretary of State Offices (Department of Business Services).

Review & Check Certification

Cancel

Save Draft

< Previous

Next >

### CONTACT INFORMATION

☐ Check here to update this information

Contact person

TEST

Phone number (home, cell, etc) Ext.

(555) 555-5555

Fax number

Business phone number Ext.

(555) 555-5555

Email address \*

Required

Check this box

Enter Email address

### BUSINESS PREMISES ADDRESS

**NOTE:** Attachment required, if your Business address has changed.

☐ Check here to update this information

Street		
123 MAIN ST		
Street 2		
Unit type	Unit	City
		ANYWHERE
State	Zip code	County
ILLINOIS	12345-0000	COOK

Main Screen

## LCC License

3/16/2022

Liquor Control Commission

4A-0111318

HOW TO APPLY FOR EVENT LICENSE COMPANY

Legal Name : HOW TO APPLY FOR EVENT LICENSE COMPANY

DBA Name : HOW TO APPLY FOR EVENT LICENSE COMPANY

Due Date : 3/2/2022

### LCC License



License Information



Owners

#### OWNERS


**DISCLAIMER:** If you have obtained a new FEIN Number and Illinois Sales Tax Number, then you must apply for a new liquor license instead of submitting this renewal application. If you are a Sole-Proprietor and will be changing the 100% ownership of your business, then you must apply for a new liquor license instead of submitting this renewal application.

**NOTE:** Attachment(s) required, if there are any changes in corporate officers, owners, members, managers, directors, etc.

- ☐ Check here to **add or delete** corporate officers, owners, members, managers, directors, etc.
- ☐ Check here to **change information for current** corporate officers, owners, members, managers, directors, etc.
- ☐ I hereby certify that our entity is a Not For Profit (Educational, Fraternal, Political, Civic, Religious, or Other) with no ownership interest among our members.

Owners, officers, members

Record 1

Name	Title	SSN	% owned	Effective date
 TEST,TEST		***-**-6789	100.00	2/25/2022

Corporate entity owners

Name	FEIN	Foreign	% owned	Effective date
------	------	---------	---------	----------------

Total ownership percentage

100.00

Total % of less than 5% ownerships under applicant

0.00

Owners/Officers

Make sure all Owners/Officers/Event Organizer information is up to date & current

## LCC License

3/16/2022

Liquor Control Commission

4A-0111318

HOW TO APPLY FOR EVENT LICENSE COMPANY

Legal Name : HOW TO APPLY FOR EVENT LICENSE COMPANY

DBA Name : HOW TO APPLY FOR EVENT LICENSE COMPANY

Due Date : 3/2/2022

### LCC License



### EVENT DETAILS

**DISCLAIMER:** Date of event from and date of event to needs to cover the period selected for this renewal.

**NOTE:** Attachment(s) required

Period

3/16/2022



### Event Hours grid

#### Record 1

#### Record 1

+ Add a Record [icon] Copy Record X Delete this Record

Date of event from	Time from	AM/PM		Date of event to	Time to	AM/PM
3/15/2022	08:00	AM	to	3/15/2022	11:59	PM
Event address						
EVENT LOCATION						
City		State	Zip code			
EVENT CITY		ILLINOIS	12345-0000			
Event theme						
EVENT THEME						

+ Add a Record [icon] Copy Record X Delete this Record

If you have multiple dates, Enter each date separately by clicking Add a Record.

The Local Approval *must* list the event location and date(s).

The Certificate of Insurance *must* list the event location and date(s).



**ATTACHMENTS**

**NOTE:** You are required to include the following attachments with your renewal. Use the Add button to select each attachment. The appropriate checkbox will be marked automatically for each selected attachment.

☐ Appointment Letter

☐ In State Manufacturer's Liquor License

☐ Brewers Notice

☒ Local Authority Approval

☒ Certificate of Insurance

☐ Local Liquor License  
if applicable Local Liquor License Expiration Date Extension Authorization

☐ Certificate of Label Approval

Select Add to add files

**Attachments**Add

Type	Name	Description	Size
There are no attachments.			

Cancel

Save Draft

< Previous

Next >

Legal Name : MANY THINGS  
DBA Name : MANY THINGS  
Due Date : 8/31/2023

## LCC License



### Do you want to pay by:

➔ **Bank Account Debit**

Choosing this option will take

➔ **Credit Card Payment**

Choosing this option takes you to the JetPay website where you can make a payment with our third-party credit card processing vendor. Once you have completed your payment on the JetPay website you will be automatically returned to MyTax Illinois to complete your renewal. Note that JetPay does charge a fee for using their service to process a credit card payment.

Cancel

Save Draft

You have 2 options to pay – select 1

PAYMENT SCREEN

Payment



### SUBMIT YOUR PAYMENT

**NSF DISCLAIMER:** You are certifying that any payments made by any personal or company account to the Illinois Liquor Control Commission (ILCC) will not be dishonored for any reason. If your personal or business payment is dishonored by a bank, understand that the ILCC could issue a citation, which could result in the imposition of a fine equal to the amount of the dishonored check. The matter will be settled if the licensee pays to ILCC both the amount of the check AND the amount of the fine.

☐ I hereby certify this payment will not be dishonored for any reason. \*

#### Payment Channel

Type

Direct Debit

Bank Account Type

Business Checking

Routing Number \*

Required

[Populate Routing Number](#)

Account Number \*

Required

Confirm Account Number \*

Required

Save this payment channel for future use

No

Yes

#### Payment

Payment Date

8/31/2023

Amount

625.00

Confirm Amount \*

Required

Payment



### SUBMIT YOUR PAYMENT

**NSF DISCLAIMER:** You are certifying that any payments made by any personal or company account to the Illinois Liquor Control Commission (ILCC) will not be dishonored for any reason. If your personal or business payment is dishonored by a bank, understand that the ILCC could issue a citation, which could result in the imposition of a fine equal to the amount of the dishonored check. The matter will be settled if the licensee pays to ILCC both the amount of the check AND the amount of the fine.

☒ I hereby certify this payment will not be dishonored for any reason.

#### Payment Channel

Type

Direct Debit

Bank Account Type

Business Checking

Routing Number

271070801

Bank Name

CITIBANK FEDERAL SAVINGS BANK

Account Number

12345

Confirm Account Number

12345

Save this payment channel for future use

No

Yes

Use default name

No

Yes

Name

CITIBANK FEDERAL SAVINGS BANK - \*2345

#### Payment

Payment Date

8/31/2023

Amount

625.00

Confirm Amount

625.00

Cancel

OK

BANK PAYMENT

# CREDIT CARD PAYMENT

Cart Information

Payment Information

Billing Contact Information

Email

Next Step: Add Payment Method

Shopping Cart

ILCC API Test	\$25.00
4A-0111318 - 066 - 2022-03-20	
Subtotal	\$25.00
Projected Card Fee	\$1.00

Cancel Transaction

Cart Information

Payment Information

Payment Information

Please select your Payment Method

☒ Credit Card

VISA

MasterCard

Discover

AMERICAN EXPRESS

Name on Card

Card Number

Expiration Month

03

Expiration Year

2022

Security Code

Card Postal Code

Amount Due

\$

25.00

Payment

\$

25

.

00

Shopping Cart

ILCC API Test	\$25.00
4A-0111318 - 066 - 2022-03-20	
Subtotal	\$25.00
Projected Card Fee	\$1.00

Cancel Transaction

Cart Information

Payment Information

Review Payment

Item	Amount
ILCC API Test	\$25.00
Transaction Fee:	\$1.00
Total Amount Due:	\$26.00
	(\$26.00)
Total Payment Method:	(\$26.00)

A Transaction Fee has been included in the total amount paid for this transaction.

Billing Contact Information

Shopping Cart

ILCC API Test	\$25.00
4A-0111318 - 066 - 2022-03-20	
Subtotal	\$25.00

Cancel Transaction

LCC License

License Information Questions Owners Attachments Payment Options

Do you want to pay by:

☒ Bank Account Debit

Choosing this option will take you to the MyTax Illinois payment screen where you can submit a debit taken directly from your checking or savings account. There is no fee for this.

☐ Credit Card Payment

Choosing this option takes you to the JetPay website where you can make a payment with our third-party credit card processing vendor. Once you have completed your payment on the JetPay website you will be automatically returned to MyTax Illinois to complete your renewal. Note that JetPay does charge a fee for using their service to process a credit card payment.

Cancel Save Draft Previous Submit



Once Payment is completed, select SUMBIT

Legal Name : MANY THINGS  
DBA Name : MANY THINGS  
Due Date : 8/31/2023

Confirmation

**Submit this Application?**

**DISCLAIMER:** PLEASE NOTE THAT IT CAN TAKE THE ILLINOIS LIQUOR CONTROL COMMISSION APPROXIMATELY 1-3 BUSINESS DAYS TO REVIEW YOUR ONLINE RENEWAL APPLICATION.

I, the undersigned applicant, swear or affirm that the matters stated in the foregoing application are true and correct; are made upon my personal knowledge and information; are made for the purpose for requesting the State of Illinois to issue the license herein applied for; the applicant is qualified and eligible to obtain the license applied for; and the applicant will not violate any laws of the United states of America or the State of Illinois, in particular, the Illinois Liquor Control Act, Rules and Regulations and the Civil Rights sections thereof. Further, the applicant agrees to notify this Commission, within 30 working days, of changes in any of the above information.

You are required to re-enter your password to verify this request. Your password will act as your signature.

Password \*

Required

Required

Cancel Save Draft

Insert Password as signature verification

< HOW TO APPLY FOR EVENT LICENSE COMPANY

### Confirmation

**You have successfully submitted your liquor license renewal request.** After your request has been fully transferred to the Liquor Control Commission, you may view your request at any time from the Period Activity section.

Your confirmation number is 0-546-340-864.

Request submitted on: 3/2/2022 10:09:08 AM (Central Time)  
Request type: LCC License

Details of your request:  
Account number: 4A-0111318  
Reporting period: 3/19/2022

If you want to make a change, it is not too late. While a request is still pending, you can return to your account, edit this request, and then re-submit the request with changes.

You may print this page for your records. This confirmation screen will not be accessible once you navigate away from this page. However, a record of your request will remain available in your account.

If you have questions, please visit our website at [www.state.il.us/lcc](http://www.state.il.us/lcc). Reference the confirmation number provided above.

Printable Confirmation

OK

Confirmation Page if successfully submitted